

**Council On Aging
Minutes of Board Meeting
May 22, 2012 – Town Hall**

The meeting was called to order by Chair, Liz Bishop, at 7:04 PM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Abha Singhal, Tom Dunkers, Phyllis Goff, Jim Elgin, Lillian DeBenedictis. Board Members Absent: Jean Sain, Joanne Willens. Associate Members Present: Mary Daigle, Natalie Ives. Associate Members Absent: Sandy McIlhenny, Ted Read, Nadine Bishop. Staff Members Present: Debi Siriani, Angela Smith, Debbie Farrell. Staff Members Not Present: Peter Cullinane, Bonnie Hansen. Friend's Representative Present: Carolyn Shohet. Guests Present: Peggy Hilton, Liz Thibeault.

Abha Singhal introduced guests Peggy Hilton and Liz Thibeault as proposed new full Board Members for FY12-13. They both discussed their backgrounds and each Board member introduced themselves.

Director's Report – The April report submitted by Debi Siriani was accepted. A correction to a date in the Director's Report section of the April Board Meeting Minutes was addressed and it will be amended. The topics of hiring a new van driver and the soon to be written van driver job description were discussed. Also discussed were the upcoming changes to the newsletter and the timetable. It was suggested that someone from the Program Committee meet with Bonnie Hansen to discuss the newsletter process mid to late July. Since Debi is resigning, she indicated that she is developing a list of her job duties as well as a timetable to assist with the transition. She provided the Board with a copy of what she has prepared to date so members of the Board could divide up some of the duties while candidates are being interviewed. Debi suggested the Board clarify the Director supervisory setup in the Job Description and to prospective candidates. The section in the June Newsletter regarding a Senior Moments Musical fundraiser for senior space, organized by Joan Parker, was discussed and it was reiterated that the Board had voted not to pursue a senior center at this time. Debi indicated that the fundraiser is just for space vs. a dedicated senior center.

Secretary's Report - The minutes of the April 24, 2012 Board Meeting as submitted by Elizabeth Acquaviva were accepted with an amendment to the Director's Report (FY12 vs. next year).

Friends of COA – Carolyn Shohet reminded the Board that the FOCOA annual meeting would be held at the home of the Salemys on June 3rd from 3-5 pm and that the guest speaker, Scott Simpson, will discuss how buildings talk. Scott is a prominent architect who resides in Carlisle.

Social Worker's Report – The April report submitted by Peter Cullinane was accepted.

Transportation Report – The April report submitted by Debbie Farrell was accepted. Debbie attended a couple of recent events in order to meet more seniors as well as volunteers. She is seeking Friendly Drivers to assist seniors when paid drivers are unavailable. She indicated the need for an additional driver since Bert Williams resigned in order to spend time in Marblehead this summer. We are also in the process of advertising for an additional new driver. The Transportation Subcommittee will again analyze the transportation data that they have received over the last couple of months and report back to the drivers and see how the new transportation policy is working for them.

Outreach Coordinator Report – The report submitted by Angela Smith was accepted. She passed around the monthly coffee sign up in an attempt to fill remaining openings. She indicated a large number of volunteers are attending the Volunteer Appreciation luncheon. Angela informed the Board that there are several current situations whereby residents are having financial difficulties and may lose their

homes to foreclosures and issues with seniors who should be in assisted living but cannot afford the cost. We should also meet with Linda Fantasia of the Board of Health to discuss CHNA.

Minuteman Senior Services – Phyllis reported that she and Jean Sain attended the MMSS Board Meeting, the volunteer appreciation meeting in Bedford and a luncheon at Emerson Hospital. At all of these meetings, the topic was about the new guidelines for patients admitted to hospitals. Minuteman has been meeting with social workers, discharge planners, pharmacies, etc. at all the area hospitals to make sure they understand and follow the guidelines so no one falls through the cracks. The purpose of the new guidelines is to avoid re-admittance to the hospital.

Treasurer's Report - The April report by Abha Singhal was accepted. Abha confirmed we are on track.

COA Trips –Joanne Willens was unable to attend meeting due to illness so no report was presented.

Long Range Planning –Part of our long range plan is to focus on and help bolster our transportation services to the town so the Transportation Subcommittee is in need of an additional committee member. Lillian and/or Mary were asked to consider joining. It was discussed that we should consider moving our meetings to the third vs. fourth Tuesday of the month. Dates for the summer meeting/pot luck were discussed. The topic of a COA Board member working closely with the Housing Committee was discussed since one of the COA long range goals is senior housing. The topic of the CHNA report was discussed. The temporary assignment of the Director's duties, during the interviewing and hiring process, were discussed/assigned.

Nominating Committee - Abha Singhal, Chair, reported that the Nominating Committee (Abha, Helen Taylor and Elizabeth Acquaviva) were presenting Peggy Hilton (2015) and Liz Thibeault (2015) as new Board Members replacing Helen Taylor, who just moved out of town, and Phyllis Goff, who will become an Associate Member. In addition, Mary Daigle (2013) would move from Associate Member to replace the last year of Jim Elgin's term as a Board Member and Jim would become an Associate Member. The proposed Executive Committee presented is: Liz Bishop-Chair, Abha Singhal-Vice Chair, Verna Gilbert-Treasurer and Elizabeth Acquaviva-Secretary. Nominations were then opened to the floor. The Board was asked to propose any additional prospective members and none were presented. The FY13 slate was closed. At the June COA Board Meeting, the Board will vote on the slate and a letter with the new slate will be sent to the Selectmen for approval at their June 26 meeting.* New Board Members were instructed to submit a letter to the Selectman expressing their interest in joining the COA Board.

Director Search Committee – Verna Gilbert gave an update as to the process to be followed in advertising and interviewing for the open Director position by the Search Committee that includes Verna, Liz Bishop, Elizabeth Acquaviva, Tom Dunkers and Abha Singhal along with Holly Salemy of the FOCOA.

Meeting Adjourned at 8:30 PM

Next Meeting: MONDAY, JUNE 25, 2012 at 7:00 PM at Town Hall

Respectfully submitted,

Elizabeth Acquaviva

*Due to the compressed timeframe for the Director Search Committee, the FY12/13 Slate was presented at the Board of Selectmen June 12, 2012 Meeting and it was accepted.